

Figure SC810.F27. Sample Letter on Light Duty on Current Employee

**USE INSTALLATION LETTERHEAD**

FROM: AAAA-CC

Date

SUBJECT: Light-Duty Assignment for Mr. Ivan A. Green, Claim No. A00-000000  
(If Known)

TO: Mr. Ivan A. Green  
Street Address  
City, State Zip Code

Dear Mr. Green:

1. This letter confirms our conversation on 1 February 1994 in which you were: (a) offered a light-duty assignment, the duties of which conform to the physical limitations established by Dr. A. B. White, who is treating you for your on-the-job injury of 5 January 1994; and (b) advised that if you do not accept this light-duty assignment, you will be considered AWOL and, you will not be entitled to continuation of pay.

2. Following is a list of duties and the physical requirements of those duties you will be performing while on light duty during the period 9 February through 4 March 1994, in the Packing Section of Warehouse B at Defense Distribution Region East (Memphis):

a. While sitting or standing, break down large packages of small items into small packages and place identifying labels on small packages. No lifting over 10 pounds or bending is required. Large boxes are brought to work area on a computer controlled conveyor system that provides for off-loading onto a platform that can be raised or lowered to convenient work height. Small packages are placed in boxes and removed by the conveyor system. Standing surfaces are covered with special fatigue mats. Chairs are designed to accommodate people with back injuries. As desired, work benches can be raised or lowered to accommodate sitting or standing working positions.

b. Per Dr. White's instructions, you are not to lift more than 10 pounds during the light-duty period. You may take extra breaks as needed.

3. The hours of work will be from 0800 to 1630 hours. You must respond to this offer no later than five days from the date of this letter. A copy of this letter will be provided to the Office of Workers' Compensation Programs (OWCP).

Sincerely,

James L. Smith  
Chief, Warehouse B

cc: HRO (M. Brown)  
OWCP